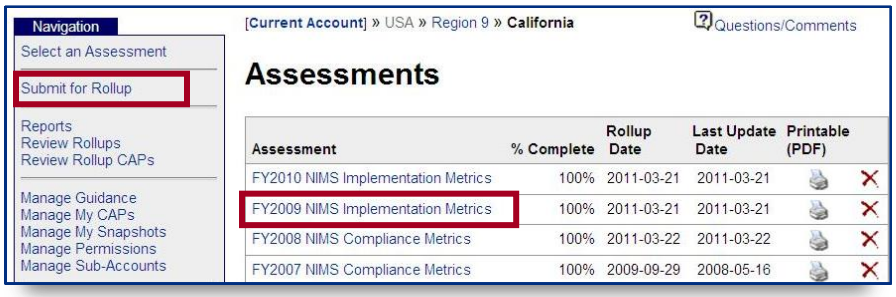
Quick Guide: Completing Assessment Metrics

A. COMPLETING ASSESSMENT METRICS

NIMSCAST administrative, standard with rollup and standard users can complete NIMS implementation objectives. Prior to completing an assessment, verify that you are in the correct account by reviewing the account string.

Step 1: Click the **Select an Assessment** link, located in the Navigation menu.

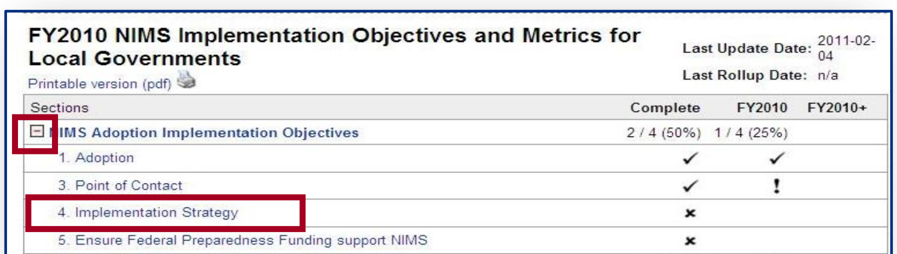
Step 2: Click on the appropriate assessment link to open the assessment dashboard.



Step 3: Click on the appropriate objective link to open the implementation objective and associated metrics.

Step 4: Click the plus icon ⊞ next to the appropriate section to open the metric objectives.

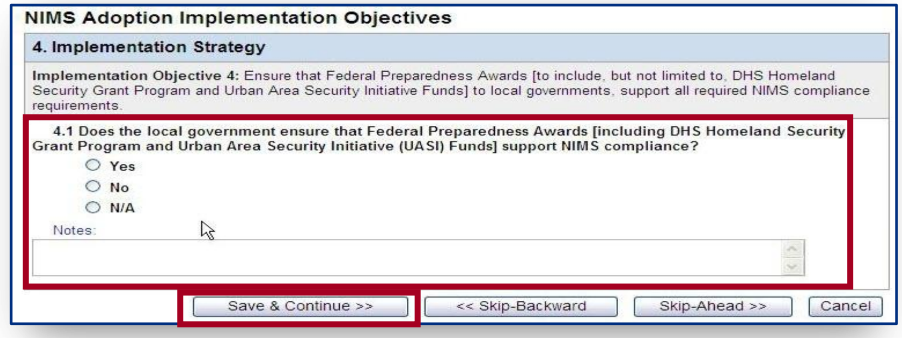
Step 5: Click on the metric title link, to open the assessment metric.



Step 6: Complete the response section.

Note: If the response indicates that the objective has not been met, a Corrective Action Plan is required.

Step 7: Click the **Save & Continue** >> button.



Step 8: Once all responses have been completed, accept the prompt to rollup responses after saving the final assessment metric.

B. ENTERING A CORRECTIVE ACTION PLAN

Users must enter a Corrective Action Plan after recording a negative response to a metric in order for the metrics response to be marked complete.

Step 1: Open the appropriate implementation metric.

Step 2: Click the radio button to select the appropriate response.

Step 3: Click the **Save & Continue**>> button.

Step 4: The Corrective Action Plan section will appear at top of page.

Step 5: In the **Reason for Non-Implementation** field, enter an explanation of why the objective has not been met.

Step 6: In the **Corrective Action** field, enter a description of the steps planned to meet the objective.

Step 7: In the **Expected Date of Implementation** field, enter the expected date of CAP implementation or achievement.

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Step 8: In the **Point of Contact** field, enter the name of the individual, department/agency, or jurisdiction responsible for executing the corrective action.

Step 9: Click the **Save & Continue**>> button to save the entered CAP information.

C. ROLLING UP ASSESSMENTS

NIMSCAST administrative or standard with rollup users can submit an assessment for rollup to confirm that the assessment is complete and to make metrics available for accounts above them in the hierarchy. Before an assessment can be rolled up, the following conditions must be met:

- The user must have a permission level that supports performing a rollup.
- All metrics in the assessment must be completed, even if the metric response is "No."
- The represented disciplines must be marked.

Review the account string prior to rolling up an assessment to verify that you are in the correct account. NIMSCAST users can submit an assessment for rollup in three ways:

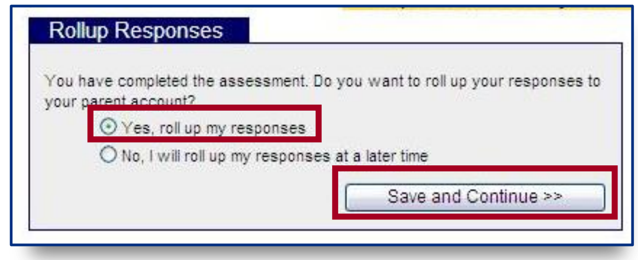
Rollup Method 1: Accept the prompt to rollup responses after saving the final assessment metric.

Step 1: Click the radio button to select **Yes, rollup my responses**.

Step 2: Select the checkboxes next to the appropriate disciplines.

Note: Discipline selection only appears during the first rollup of the assessment. Subsequent rollups of the assessment do not include this step.

Step 3: Click the **Save and Continue>>** button to complete the rollup.



Rollup Methods 2 and 3: Using the **Submit for Rollup** link from the Navigation menu or the **Click here for rollup** link. (These methods can be used if responses have been saved but not yet rolled up.)

Step 1: Navigate to the appropriate assessment.

Step 2: Click the **Submit for Rollup** link from the Navigation menu or click the **Click here to rollup** link in the alert message above the assessment title.

Step 3: On the New Rollup page, in the **Caveat** field, enter relevant information related to the rollup (optional).

Step 4: Click the **Submit Rollup** button.